

Water Distribution Assistant Superintendent job description

Definition:

This position is under supervision from Water and Wastewater Director and City Manager. This is a full time position. It will consist of responsibilities technical and supervisory work in directing projects in various water project activities with the city water system. Duties involve planning, organizing, supervising, inspecting, and performing work to insure these projects are completed based on oral and written instructions. Incumbent may operate equipment and perform manual labor to participate in the completion of assigned projects. Incumbent must be available for on-call duty of emergency work.

Essential Job Functions:

- Plans, organizes, supervises, and performs maintenance work such as laying water mains, setting meters, and repairing water mains, and service lines.
- Schedule, supervises and inspects the work of the crew engaged in the constructing, maintaining, and repairing water system.
- Receives complaints and reports on conditions of water system; consults with Water and Wastewater Director and assistance in establishing priorities for maintenance and repair work; schedules equipment and requisitions materials when needed; prepares cost estimates, obtains prices, and recommends purchases of materials and equipment.
- Plans and supervises the work of crews engaged in mowing easements of water mains.
- Answers complaints from citizens regarding water services; directs corrective action as required.
- Discusses scope and methods of projects to Water and Wastewater Director
- Maintains daily logs or records of maintenance projects
- Inspects equipment used in Water Department operations; directs repairs as necessary; instructs equipment operators in proper use and maintenance of equipment.
- Ensures that work is performed in accordance with established safety rules and City and departmental policies and procedures.
- Prepares related work as required
- My attend all meeting regarding per-construction with contractors and engineers.
- Follows State Protocol in reporting issues required by State.
- Inspects and /or causes the inspection of all water line projects and connections.
- Reports all water leaks and repairs to Water/Wastewater Director.

Minor Responsibilities:

- Reviews, approves and turns in time cards as determined by Director.
- Monitors Water easements for maintenance

Desirable Qualifications:

Education and Experience

- High School Diploma or Equivalent
- State of Georgia Distribution License
- Thorough experience in performing comparable duties
- Any equivalent combination of education and experience is acceptable

Knowledge, Skills, and Abilities

- Thorough knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities
- Thorough knowledge of the occupational hazards and safety precautions necessary to the operation of heavy equipment.
- Thorough knowledge of geography and streets of the City and the location of underground utilities.
- Some knowledge of plumbing trade work
- Some knowledge of basic mechanical knowledge
- Ability to organize and supervise the work of others
- Ability to understand, interpret and carry out oral and written instructions
- Ability to maintain records of daily work assignments and projects
- Ability to establish and maintain effective working relationships with employees, other city staff and the general public

Other Requirements

- Possess a valid Georgia driver's license and a satisfactory Motor Vehicle Report (MVR)
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to work in a variety of weather conditions for extended periods of time.
- Must be available to respond to service needs or maintenance problems during evenings and on weekends.
- Requirements include in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities
- Obtain Commercial Drivers' License within 6 month period
- Obtain State of Georgia Water Distribution License within one-year
- Work and assist within various departments as directed